



Help

Pommo Mailings

Sending a newsletter from Pommo is a simple four step process. To begin, from the Pommo Admin panel navigate to Mailings > Send.

1. Setup

Fill in the details on the 'Setup' tab then click 'Continue'. These include:

- **Subject** - The email subject for the newsletter
- **Send Mail to** - This is the list of recipients for the newsletter
- **From Name** - The email will appear to be from this name
- **From Email** - The email will appear to be from this email address, and replies will also be sent to this address
- **Return** - Failed emails will be sent to this address (this should be left on the default)
- **Character Set** - This is the character format for the email (this should be left on the default)

2. Templates

If you want to use a previously saved template, select the template name and click 'Load'. If you don't want to use a template, just click 'Skip'.

3. Compose

There are two types of messages - the HTML Message contains formatting, and the Text Version contains text only. Some email clients support HTML formatted emails, however to cater for all users it's important to include a plain text version as well.

You can enter your message in HTML format, then click 'Copy text from HTML Message' below the plain text box. Be sure to review the plain text version to ensure nothing was missed in the conversion. You can also edit the plain text version separately if the content should be different.

Once complete, click 'Continue'.

4. Preview

This steps shows you how your email will display. You can send a test copy to yourself by clicking

'Send Test' and entering an email address.

Once you're ready to send the mail, click 'Send Mailing'. You will then be directed to the 'Mailing Status' page.

Once the mailing is sending, you can close your browser. The mailing will continue to send until all mails have been sent. You can check the progress of your mailing via the 'Mailings' page.

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